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ABSTRACT

Actions adopted in July 1979 by the Board of Governors of the California Community Colleges are outlined in six areas. The first section deals with the priorities that were established for Vocational Education Act (VEA) programs and presents a timeline that was adopted for program improvements and the provision of support services. This section also supplies the percentage of total budget allocation and actual funding levels of various program elements; e.g., curriculum, research, guidance, and evaluation. The second section contains recommendations relating to student financial aid that direct districts to review policy and staffing procedures and that encourage greater support from the Chancellor's Office and the Board of Governors. The third section, "1980-81 Budget Request and Mandated Functions," presents budget changes and priorities. The fourth section, part of the Community College Long-Term Finance Plan, reviews principles of capital outlay. The fifth section covers Title V revisions relating to the Extended Opportunity Program and Services (EOPS). The final action was the approval of Glenn C. Gooder as interim Chancellor for the system. (DR)

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CALIFORNIA COMMUNITY COLLEGES

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August 6, 1979

TO: Community College Trustees
Superintendents and Presidents
Presidents of Academic Senates or Faculty Councils
Affiliated Organizations

FROM: William G. Craig
Chancellor

SUBJECT: Actions adopted by the Board of Governors of the California
Community Colleges

Enclosed are actions adopted by the Board of Governors of the California
Community Colleges on July 26-27, 1979.

Enclosures

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BOARD OF GOVERNORS OF THE
CALIFORNIA COMMUNITY COLLEGES

RESULTS OF PRIORITY SETTING PROCESS FOR
VEA SUBPART 3 AND SUBPART 5 ANCILLARY

The Board of Governors adopted the attached priorities for VEA Subpart 3 and Subpart 5 ancillary for 1979-82; approved the combined (SDE/CC) VEA projects; and granted permission for the Chancellor's staff to proceed with preparation of the Requests for Proposals (RFP's).

Certified Adopted: July 26, 1979

VEA Subpart 3 and 5 Priorities

Three Year Priority Recommendations and Distribution Percentages

A. Percent of Allocation and Priorities

100% Total

50% Subpart 3 P.L. 94-482 program improvement activities

30% Research

- ° Industrial/Occupational needs
- ° Data Management and Accountability
- ° Student and Employer follow-up
- ° Mini-Grants
- ° Disadvantaged Skill Assessment Model

10% Exemplary

- ° Sex Equity Model Development

20% Curriculum Development

- ° Trade and Industrial Articulation (7-14)
- ° Open Entry - Open Exit Curriculum
- ° LES/NES media development
- ° Sex Equity
- ° Basic skills development in vocational education

40% Personnel Training

- ° In-service

20% Guidance and Counseling*

- ° In-service (Career Awareness and Curriculum Infusion)
- ° Handicapped counseling
- ° Nontraditional
- ° Limited English Speaking/Non-English speaking (LES/NES)

30% National Priorities

20% Disadvantaged (5% for LES/NES)*

- ° Skill Assessment centers
- ° In-service
- ° Program Coordination (VEA-EOPS-Handicapped)
- ° Outreach programs and Disadvantaged Women

10% Handicapped *

- ° In-service
- ° Skill assessment
- ° Career Information
- ° Career Planning

Note:

- * Guidance & Counseling: 5% of these funds are reserved for allocation to research.
- * Disadvantaged: 5% of these funds are reserved for allocation to research.
- * Handicapped: 2% of these funds are reserved for allocation to research.

B. Subpart 5 (Consumer and Homemaking Education) Priorities

- ° Research - Consumer and Homemaking Education Outreach Methodology
- ° In-service
- ° Handicapped
- ° Student Data Management and Accountability
- ° Elimination of sex bias, stereotyping, discrimination
- ° Serving disadvantaged with special emphasis on LES/NES.

C. RECOMMENDATIONS FOR COMBINED SDE/CC SUBPARTS 3 & 5 ANCILLARY
PRIORITIES 1979-80

<u>AREA</u>	<u>TITLE</u>	<u>AMOUNT</u>
Research	Development of an accurate implicit vocational education data base from which analysis will provide comparison data to be used for management purposes.	\$ 50,000
Research	Development of linkages to foster cooperation among all vocational delivery systems.	10,000
Research	Task and economic analysis in business education.	2,000
Curriculum Development	Development of a model technical, trade, and industrial sequenced curriculum, 7-14 for dissemination statewide.	30,000
Guidance & Counseling	Professional Development: vocational guidance and counseling.	195,597*
Personnel Training	Preservice teacher preparation in agricultural education.	130,634
Personnel Training	Vocational education teacher education credential program.	119,183
Personnel Training	Technical and professional in-service improvement of vocational agriculture teachers.	40,000
Personnel Training	In-service experiential learning (vocational education teachers working in industry).	9,000
Sex Equity	Conduct a statewide evaluation of sex equity activities in vocational education	55,000**
Personnel Training	Office education personnel training (preservice \$23,189; in-service \$76,508).	99,697
Personnel Training	Distributive education personnel training (preservice \$23,189; in-service \$20,000).	43,189
Evaluation	Conduct a third party evaluation of all 1979-80 Subpart 3 and Subpart 5 Ancillary Services grants and contracts	60,000

*Project level of funding previously approved by the Board

**Project previously approved by the Board.

Research	Conduct a feasibility study to determine if there is a need for a center in California for the study of vocational education.	45,000
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TOTAL	<u>\$889,300</u>
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Community College Portion	<u>444,650</u>
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Summary by Area

Combined Projects

Research	\$107,000
Curriculum Development	30,000
Guidance and Counseling	195,597
Personnel Training	441,703
Sex Equity	55,000
Evaluation	60,000
	<u>\$889,300</u>

D. Project Development Procedure

Following Board adoption of the identified statewide VEA project priorities and upon approval of the Board, the Chancellor will proceed with the development of the requests for proposals (RFP's). The time line for this activity will follow the time line included as Appendix A.

APPENDIX A

TIMELINE

VOCATIONAL EDUCATION PROGRAM IMPROVEMENT AND SUPPORTIVE SERVICES SUBPART 3 and SUBPART 5 ANCILLARY

1979-80*

4/16-4/20	<u>Data Base:</u>	Determine data needs for advisory committees and staff
4/16-4/27	<u>Advisory Committees:</u>	Design advisory committee and planning council structure. Determine procedures for advisory committee and planning council operation.
4/23-5/1	<u>Data Base:</u>	Design data acquisition process (evaluations, hearings, information systems, ongoing projects field input, staff input).
4/30-5/18	<u>Advisory Committees:</u>	Select advisory committee and planning council members (representatives from districts, colleges, advisory committees, CSUC, UC, state agencies, State Advisory Council, professional organizations, various interest groups) and prepare invitations. Select staff support for advisory committee operations. Develop timeline for advisory committee & planning council work.
5/1	<u>Planning Process:</u>	Inform field about the planning process.
5/1-5/25	<u>Planning Process:</u>	Solicit input for data base.
5/1-5/13	<u>Data Base:</u>	Develop data base.
5/14-5/18	<u>Advisory Committees:</u>	Arrange meeting facilities for advisory committees and planning council.
5/29-5/30	<u>Planning Process:</u>	Prepare data for advisory committees.
5/31	<u>Planning Process:</u>	Disseminate data and procedures to advisory committees.

*In subsequent years the dates will vary but the general procedure as outlined will be followed.

6/6-6/7	<u>Planning Process:</u>	Conduct advisory committee meetings.
6/8	<u>Planning Process:</u>	Prepare results of advisory committee meetings for the planning council (include information on funding available).
6/8	<u>Planning Process:</u>	Identify possible "combined" activities and work with SDE on details.
6/14-6/15	<u>Planning Process:</u>	Conduct planning council meeting.
6/18-6/22	<u>Planning Process:</u>	Prepare results of the planning council meeting for the Board of Governors (Program Improvement Plan) (BOG meeting - July 26-27)
AGENDA DUE: 6/22 -----		
6/18-8/13	<u>Proposal Process:</u>	Prepare specifications for approved priority activities.
		Prepare requests for proposals.
		Develop timeline for proposal process.
8/10	<u>Proposal Process:</u>	Notify field about RFP process
8/13-9/21	<u>Proposal Process:</u>	Disseminate RFP's (allow sufficient time after the fall term begins to complete proposals)
10/5	<u>Proposal Process:</u>	Receive proposals.
		Arrange for field team review of proposals identify readers, prepare invitations, arrange facilities for reviews, prepare review criteria and rating sheets).
10/11-11/15	<u>Project Evaluation:</u>	Arrange for third-party evaluation of all contracts and grants.
		Maintain liaison with evaluator.
10/18-10/19	<u>Proposal Process:</u>	Conduct field review.
10/24	<u>Proposal Process:</u>	Summarize results of the proposal review.
10/25	<u>Contract and Grant Award:</u>	Notify successful applicants.
10/26-10/31	<u>Contract and Grant Award:</u>	Prepare contract and award documents.
11/1-11/15	<u>Contract and Grant Award:</u>	Send approval letters.
11/15-11/16	<u>Contract and Grant Award:</u>	Notify unsuccessful applicants.

Project Monitoring: Design monitoring process.

Identify and notify monitors.

Review monitoring process with monitors.

Maintain ongoing monitoring process.

Project Fiscal Management: Receive and review partial claims and quarterly reports.

Process partial claims.

Receive and review final claims and final reports.

Process final claims.

Dissemination: Arrange for and disseminate results of project and grants.

BOARD OF GOVERNORS OF THE
CALIFORNIA COMMUNITY COLLEGES

STUDENT FINANCIAL AID

The Board of Governors adopted the following recommendations relating to Student Financial Aid:

1. That the Chancellor's Office take a more active role in the area of leadership, training and information dissemination by collecting annually:
 - a. copies of each district's/college's student budget for review and publication
 - b. copies of each district's/college's student consumer bulletin for compliance and review
 - c. fiscal reports showing programs, dollars, and number of students served and number of eligibles not served
 - d. information on staffing patterns for purposes of model development
 - e. criteria for measuring satisfactory progress of students.
2. That districts review their financial aid policies in order to make those policies consistent with institutional purposes and goals and to insure full utilization of funds.
3. That districts seek individuals with significant experience in financial aid to fill vacant financial aid administrators positions.
4. That districts not only require their financial aid officers to attend appropriate state and federally sponsored programs, conferences and training sessions, but to also take an active role in their development and presentation.
5. That districts provide adequate staffing in their financial aid offices to help insure the proper utilization and administration of federal, state, and institutional/private funds; and that the financial aid office be in a centralized location convenient to the students it serves with adequate facilities for financial counseling as well as security for student files.
6. That districts recognize that financial aid is an integral part of all aspects of student support and organizationally provide for the interrelationship between student support services, faculty, counselors, registrars, EOPS office, financial aid office, instruction and the business office.

7. That district business officers review their fiscal policies and procedures to ensure that the district is in compliance with federal regulations, e.g., separate accounts for NDSL, no comingling of federal funds with district money, interest on federal money, not matching CWSP properly.
3. That the Board of Governors provide each chancellor/superintendent and president with a "financial aid survival kit."
 - a. A self evaluation guide to be completed by the financial aid and business offices with a report of their findings to the chancellor/superintendent and president.
 - b. Copy of the institution's audit report for 1976-77, 1977-78.
 - c. Information on financial aid consulting services available to financial aid officers.
 - d. A copy of the National Association of Student Financial Aid Administrators (NASFAA) competency criteria for financial aid officers.
 - e. Copy of NASFAA journal article (Spring - 1979) re-staffing formula for aid officers.
 - f. List of all planned training programs for financial aid personnel for the coming year.
 - g. List of community colleges with operational data processing systems for financial aid.
 - h. Summary list of key federal regulations affecting community colleges which create financial problems with regard to compliance.
9. That the Board of Governors, in cooperation with the California Community Colleges Federal Affairs Washington Office, communicate with the California Congressional Delegation, the Senate Education Committee, the House Education Committee, the U.S. Commissioner of Education, and the Deputy Commissioner, Bureau of Student Financial Assistance, supporting an increase in the administrative allowance for campus-based programs for 4% to 6%, funding of the \$10 allowance for processing Guaranteed Student Loans, and funding of the \$10 Basic Grant allowance. It should be stressed to these groups that the California Community Colleges do not charge tuition and this has a positive impact on the total Basic Grant budget.
10. That the Board of Governors formally request that the Regional Office of Education Bureau of Student Financial Assistance notify the Chancellor's Office of the results of all program review audits, audit exceptions and/or problems concerning their review of financial aid operations at community colleges in California.

Upon receipt of this information, the Chancellor's Office would notify the local Board of Trustees and Superintendent/President of the following when appropriate:

- a. that the Board of Governors is in receipt of information from the Bureau of Student Financial Assistance concerning the results of the most recent program review; and
 - b. that the results of the program review identified problems with their financial aid operations; and
 - c. that the Board of Governors request notification of the action the superintendent/president will take to address the concerns of the Bureau of Student Financial Assistance.
11. That the Chancellor establish a financial aid program review team to help district overcome problems before or after a Bureau of Student Financial Assistance program review.
 12. That the Board of Governors express its desire for the California Student Aid Commission to accept community colleges' individual campus student budget ranges as it now accepts them for all other segments of postsecondary education, and work in conjunction with the community colleges, UC and CSUC to help establish individual campus student budgets.
 13. That the Board of Governors communicate with the USOE to resolve a problem caused by the BEOG regulation Section 190.2(a) - Special Terms - particularly subsection (a). The communication should state that the regulation seriously hinders the open door policy of the California Community Colleges in insuring equal access to all by placing restrictions and conditions on non-high school graduate admissions. Further, that the USOE accept the admissions application of the student and the acceptance letter from the institution as meeting the requirements of documenting a student's ability to benefit from training by having a written recommendation from professional educators, etc.

Certified Adopted: July 26, 1979

BOARD OF GOVERNORS OF THE
CALIFORNIA COMMUNITY COLLEGES

1980-81 BUDGET REQUEST AND MANDATED FUNCTIONS

The Board of Governors adopted the following budget change proposals based on review of mandated functions and on priorities set by the Board:

1. General Fund Proposals

(a) implement the information system (6 positions)	\$ 197,383
(b) implement a uniform fiscal reporting system (5 positions)	164,811
(c) establish through legislation two executive positions exempt from civil service to strengthen policy development and implementation	124,512
(d) two new positions to handle increased workload in services to handicapped students	69,732
(e) two new positions to handle increased workload in student articulation and counseling	77,647
(f) redirect 1.5 facilities planners to provide tech- nical assistance on conservation and space utili- zation and management of the 30 million square feet of existing space	(63,316)

2. Reimbursed proposals

(a) One professional and 1.5 clerical staff to monitor sex equity compliance	53,290
(b) Two specialists and a clerk to provide technical assistance to community colleges in participating more fully in available CETA training programs and strengthen coordination between colleges, employer prime sponsors, and various State agencies	106,944
(c) Up to 4 specialists and one clerical to administer the community college portion of the California Worksite Education and Training Act (SB 132)	183,452
(d) Two accounting clerks to streamline vocational education claims processing	27,928

(e)	One full-time auditor and one clerk to meet increasing workload in auditing vocational education programs	\$ 46,618
(f)	Two planning specialists to increase services to community colleges in developing vocational education plans and \$79,000 for contracting evaluation services	145,000
(g)	One specialist to help provide technical assistance and program monitoring of vocational education program activities	37,123
(h)	One specialist and a 1/2 time stenographer plus \$175,000 in subcontracts with community college staff to provide training for energy auditors and energy engineers	221,010
3.	Other items	
(a)	additional funds for EOPS	\$ 8,505,000
(b)	partial support for the Academic Senate	82,000

Certified Adopted: July 27, 1979

BOARD OF GOVERNORS OF THE
CALIFORNIA COMMUNITY COLLEGES

The Board of Governors adopted the following resolution assigning priorities to mandated functions:

Be it resolved that the Board of Governors of the California Community Colleges, for purposes of developing its 1980-81 budget, hereby assigns the following priorities to its statutory functions:

I. First Priority Functions for Budget Purposes

- ° A comprehensive review and redevelopment of current minimum standards for receipt of state aid
- ° Investigation for compliance with minimum standards
- ° Master plan review and approval
- ° Criteria and standards for credit and noncredit courses
- ° Adult education delineation of function
- ° California Occupational Information System (COIS)
- ° Vocational education, including apprenticeship
- ° Extended Opportunity Programs and Services (EOPS)
- ° Handicapped student programs and services
- ° Student affirmative action
- ° Revision of the Community College Construction Act
- ° Affirmative action employment programs
- ° Leadership and direction
- ° Administrative and coordinative services
- ° Interdistrict, regional and statewide development of programs and facilities
- ° Research, compilation and analysis of data
- ° Excellence within sphere
- ° Facilitating articulation
- ° Representing community colleges before state and national legislative and executive agencies

II. Second Priority Functions for Budget Purposes

- Attendance accounting procedures
- Audits (fiscal)
- Budget and accounting procedures
- Withholding apportionment
- Course and program approval
- Monitor and review of approved courses and programs
- Vocational education contracts
- Fund for Instructional Improvement (AB 1173)
- Campus site selection
- Minimum standards for academic and administrative employees (generally)
- Credentials
- Unemployment insurance representation
- District organization
- Workshops with governing boards
- Financial aid and advice
- Approval of warrants
- Implementing existing interdistrict attendance restrictions
- Academic year/calendar approval
- Regional Adult and Vocational Education Councils (RAVEC's)
- Academic standards
- Real estate education scholarships
- Libraries
- California Environmental Quality Act (CEQA)
- Minimum standards for academic and administrative employees (credentialing regulations)

Be it further resolved that the Chancellor is authorized to redirect staff and resources of the agency to insure that first priority functions are addressed.

Certified Adopted: July 27, 1979

BOARD OF GOVERNORS OF THE
CALIFORNIA COMMUNITY COLLEGES

COMMUNITY COLLEGE LONG-TERM FINANCE PLAN

The Board of Governors adopted the following long-term finance principles on capital outlay:

Philosophy

1. Provide districts with the maximum flexibility feasible for planning and managing their facilities, consistent with statewide interests.
2. Encourage effective utilization of existing college and community facilities.
3. Reduce the existing, detailed state-level project review by shifting the emphasis of state activity from detailed pre-audits of proposals to greater use of formulas to determine facility need, post-audits of facility utilization, general space management efforts, and assistance to districts in capital planning.
4. Establish a reliable source of on-going capital outlay funding.

Priorities

1. Set capital outlay priorities consistent with legislative intent, Board planning objectives, and district master plans according to the kind, purpose and need for facilities. (This should include different state/district matching ratios to achieve desired incentives.)
2. Support the concept of a "balanced college," that provides facilities which are consistent with the accepted role of the college in its community. These facilities may include space for library, learning resources center, gymnasium, performing arts, outdoor physical education and aquatic facilities, space for administration, and instructional space related to enrollment needs.

Utilization

1. Continue existing techniques for determining space utilization of facilities both on campus and off-campus (under college control).
2. Review and modify, if necessary, utilization standards, particularly for laboratory and lecture/laboratory uses and for district size.
3. Provide districts with greater flexibility for lease and lease-purchase arrangements.
4. Increase state assistance to districts in planning and managing their facilities.

Funding Formulas and Project Review

1. Make greater use of formulas to determine facility need, particularly in those priority areas with many relatively small projects, such as alterations, remodeling, and major maintenance.
2. Include in formulas, factors such as future enrollments, educational and programmatic needs, expected delivery techniques, and the size, kind and age of existing facilities.
3. Establish a series of project scope limits delineating for each the review activities and responsibilities, if any, by the various state-level agencies.
4. Provide for exceptional cases through appropriate review processes.
5. Incorporate capital outlay review within the Board's recommended planning and accountability process.

Matching

1. Adjust the standard state/district matching ratio(s) for individual district "ability," relative to statewide averages, based upon a combination of:
 - (a) reserves available for capital outlay,
 - (b) tax revenues per student, and
 - (c) size in terms of enrollment
2. Adjust the standard matching ratios if one or another of the recommended funding sources are insufficient in a given year, providing districts with the option of altering their project scope, matching share, or both.

Source

1. Establish a state-level Community College Capital Outlay Fund, made up of:
 - (a) those revenues which become available as obligations under the pre-Proposition 13 Construction Act matching and lease-purchase taxes are fulfilled; and
 - (b) an allocation of Capital Outlay Fund for Public Higher Education (COFPH) monies, based upon facility need and a minimum reasonable share of the funds available from the COFPH for public education.
2. Match the state-level Fund by:
 - (a) use of any district source, including reserves, current state and local tax revenues, federal, or private funds; or
 - (b) borrowing the district share from the state, to be repaid from future apportionments over a scheduled period of time.

Certified Adopted: July 27, 1979

BOARD OF GOVERNORS OF THE
CALIFORNIA COMMUNITY COLLEGES

TITLE 5 REVISIONS, EXTENDED OPPORTUNITY
PROGRAMS AND SERVICES (EOPS)

The Board of Governors adopted as amended the attached resolution on Title 5 regulations relating to Extended Opportunity Programs and Services.

Certified Adopted: July 27, 1979

1. Chapter 2.5 (commencing with Section 56200) of Division 7, Part VI of Title 5 is amended to read:

CHAPTER 2.5 EXTENDED OPPORTUNITY PROGRAM AND SERVICES

SUBCHAPTER 1, GENERAL PROVISIONS

Article 1. Scope and Effect.

56200. Implementation. The provisions of this chapter implement the provisions of Chapter 2, Article 8 (commencing with Section 69640), Part 42, Division 5, of the Education Code and govern the approval and funding of extended opportunity programs and services pursuant to the provisions of that article.

56201. Plans. Plans prepared for the approval of the Board of Governors with or without a request for funds shall be governed by all the provisions of this chapter.

56203. Participation. Participation by a student in an extended opportunity program or service shall not preclude his/her participation in any other program which may be offered in the college.

56204. Effective Date. The provisions of this chapter shall govern all extended opportunity programs undertaken on and after November 10, 1969.

Article 2. Special Reports

56210. Annual Ethnic Survey. An annual ethnic survey of the student population, instructional staff, administrative staff, supportive staff, and noncertificated staff shall be conducted by each college and submitted through the district to the Chancellor.

56211. Evaluation. Each college or district having an approved plan shall evaluate the same annually and report the results thereof to the Chancellor. The results shall be reported in the format mandated by the Chancellor for each year that the program is in operation.

Article 3. Definitions

56215. Effect of Article. For the purposes of this chapter, the definitions given in this article shall apply.

56216. Chancellor. "Chancellor" means the Chancellor of the California Community Colleges.

56217. College. "College" means a public community college established pursuant to laws of this state.

56218. Curriculum Development. "Curriculum Development" means the modification and/or the development of courses designed to increase the potential of students who have been handicapped by language, educational, financial or social disadvantages.

56219. Depressed Area. "Depressed Area" means a geographic region identified by official census publication of the Department of Commerce, U. S. Department of Labor, Employment Development Department, Department of Interior or other government census agencies as being low income or depressed area.

56620. District. "District" means any community college district in California.

56221. Encumbrance. "Encumbrance" means an accounting procedure consisting of a request made to extend the use of EOPS funds throughout the summer (July 1 to August 31). Such a request and commitment for expenditures must be made prior to the end of the fiscal year (June 30) and will not be valid without approval of the Chancellor's Office.

56222. Extended Opportunity Program and Service. An "Extended Opportunity Program and Service" means a program or service undertaken by, or grants made by, a community college district or a college in the form and in accordance with the procedures prescribed by this chapter. Such a program or service shall be over, above, and in addition to, the regular educational programs of the college and has as its purpose the provision of positive encouragement directed to the enrollment of students handicapped by language, social, and economic disadvantages, and to the facilitation of their successful participation in the educational pursuits of the college.

56223. EOPS Student. An "EOPS Student" means a student whose eligibility to participate in programs and services offered under this chapter has been certified according to Section 5623b, Section 56237 and Section 56238.

56224. Full-time Student. "Full-time Student," for the purpose of this article only, means a student who is enrolled in a minimum of 12 units in community college courses or a combination of no less than 9 units in community college courses plus sufficient additional hours in programs and/or services to total 14 directed student contact hours per week and who is making continuous progress toward a goal, degree, or certificate as determined by the governing board.

56225. Governing Board. "Governing Board" means the governing board of a district.

56226. Ethnic Minority Groups. "Ethnic Minority Groups" means Afro-American Negro or Black, Alaskan Native, American Indian, Asian (including South East Asian, Pacific Asian, Chinese, and Japanese), Filipinos, Hispanic (including Mexican-American, Chicanos, Latinos, Puerto Ricans, and other Spanish-surnamed individuals), and other non-Caucasian peoples.

56227. Multicultural Studies. "Multicultural Studies" means separate organized courses of instruction which stress the cultural attributes and contributions of minority ethnic groups or that portion of other courses devoted to such material.

56228. Plan. "Plan" means the proposed scheme of extended opportunity programs and services submitted for approval by the board pursuant to subchapter 2 (commencing with Section 56240) of this chapter.

56229. Program. "Program" means a special pattern or method of instruction, approved by a local governing board and designed to facilitate the language, educational or social development of a student and increase his/her potential for success in the college.

56230. Services. "Services" means a program of assistance, including the making of grants, designed to aid students with socio-economic handicaps to permit them to enroll and participate in the education activities of the college.

56231. Special Projects. "Special Projects" means those projects which (a) have the potential to benefit all colleges, (b) projects which the Board of Governors deem to have special merit.

56232. Student Personnel Workers. "Student Personnel Workers" for the purposes of this article only include but are not limited to certificated EOPS student service personnel, EOPS counselors, EOPS placement support staff, and student financial aid support staff, or classified personnel working in one of these capacities as identified in the approved EOPS plan. The professional responsibilities of such personnel must be within the EOPS program and must be authorized by the EOPS Director in the approved EOPS plan.

56233. Student Contact Hours. For the purpose of EOPS participants, directed student contact hours means the number of directed, documented hours per week spent in tutoring, counseling, instruction or similar activities as prescribed by the EOPS Director on the recommendation of a certificated counselor or instructor.

56234. Supplemental Educational Costs. For the purpose of this article only "Supplemental Educational Costs" means student educational costs for other than the following: living costs, student fees, books, supplies, tools, equipment, instruments, uniforms, and transportation between home and college.

56235. Target or High Priority Area. "Target or High Priority Area" means a depressed area with high total unemployment rates, high youth unemployment rates, and large numbers of minority youth in high school, college or in the community population served by the college.

56236. "Dependent Student Eligibility". To participate and receive financial assistance under EOPS, a dependent student shall meet all the following criteria:

(a) Must be eligible under all of the following Extended Opportunity Programs and Services guidelines.

- (1) Is a national of the United States, in the United State for other than a temporary purpose and intends to become a permanent resident thereof, or is a permanent resident of the Trust Territories of the Pacific Islands;
- (2) Is of exceptional need.
 - (A) A student has exceptional financial need if his or her expected family contribution does not exceed 50 percent of his or her cost of education.
 - (B) Notwithstanding subparagraph (a) of this paragraph, an institution may determine that a student has exceptional financial need if the student financial aid officer and the EOPS Director believes it is impracticable for the student with financial need to meet that need from loans, employment, or grants other than an EOPS grant.
 - (C) If an institution determines that a student has exceptional financial need under subparagraph (b), it must include the rationale for that decision as part of its records.
- (3) Would not, but for an EOPS grant, be financially able to pursue a course of study at the institution.

(b) The family's (student's parents or legal guardians) previous year's gross income shall not exceed \$8,250 for a family of four with an additional \$900 for each additional dependent. A dependent student from a family of three would qualify if the family's previous year's gross income does not exceed \$7,350 and a family of two would qualify if the family's previous year's gross income does not exceed \$6,450. District student financial aid policies must be followed for income verification.

(c) Residence. If the portion of the expected family contribution which is derived from residence equity is the sole reason for a student not meeting "exceptional financial need," then that student may be considered to have exceptional financial need for EOPS eligibility purposes.

(d) Enroll as a full-time student at a community college as per Section 56224 of this article. EOPS financial aid shall be withheld if the student drops below full-time status.

(e) Those students receiving financial assistance from EOPS must also submit an application for the Federal Basic Education Opportunity Grant Program and the college application for financial assistance. In those cases where an EOPS grant recipient is not receiving a BEOG, the community colleges must certify that the student is ineligible, with a copy of the rejected Student Eligibility Report (SER) or from information on the institution's BEOG roster.

In instances where an applicant does not meet the criteria specified in this section, and/or the parents refuse to provide financial information, the student may not be considered for an EOPS grant or work study award.

56237. Independent Student Definition. An "Independent Student" is one who meets one of the following criteria:

- (a) Has been determined to be self-supporting prior to June 30, 1977, according to the procedures of the California post-secondary educational institution from which he or she is currently receiving need based, state-funded financial aid.
- (b) Has not lived with either parent or legal guardian or received financial assistance exceeding six hundred dollars (\$600) from either parent for three consecutive tax years prior to the academic period for which aid is requested and has not been claimed as an income tax exemption for the same period of time by anyone other than self or spouse.
- (c) Has been a ward of the court in which case appropriate court documents shall be submitted.
- (d) Is an orphan and not claimed as a tax dependent during the current tax year by any person other than self or spouse.
- (e) Has been a part of an extremely adverse home situation which is documented and supported by school or responsible community personnel such as a minister or social worker, which situation has led to estrangement from the family under circumstances where the student has not received a contribution in cash or kind from his/her family for the preceding 12 months. Public postsecondary educational institutions and the Student Aid Commission shall develop a procedure to allow students to appeal decisions on whether the student has been part of an adverse home situation.
- (f) Is 30 years of age or older, unless there is substantial evidence of parental support of such applicant.

56238. "Independent Student Eligibility". To participate and receive financial assistance under EOPS, an independent student shall meet all of the following criteria:

(a) Must be eligible under all the following Extended Opportunity Programs and Services Guidelines. Income which is derived from Aid to Families with Dependent Children (A.F.D.C.) and/or Supplemental Security Income (S.S.I.) benefits is exempt from this provision.

(1) Is a national of the United States, in the United State for other than a temporary purpose and intends to become a permanent resident thereof, or is a permanent resident of the Trust Territories of the Pacific Islands;

(2) Is of exceptional need.

(A) A student has exceptional financial need if his or her expected family contribution does not exceed 50 percent of his or her cost of education.

(B) Notwithstanding subparagraph (a) of this paragraph, an institution may determine that a student has exceptional financial need if the student financial aid officer and/or the EOPS Director believes it is impracticable for the student with financial need to meet that need from loans, employment, or grants other than an EOPS Grant.

(C) If an institution determines that a student has exceptional financial need under subparagraph (b), it must include the rationale for that decision as part of its records.

(3) Would not, but for an EOPS grant, be financially able to pursue a course of study at that institution.

(b) Residence. If the portion of the expected family contribution which is derived from residence equity is the sole reason for a student not meeting "exceptional financial need," then that student may be considered to have exceptional financial need for EOPS eligibility purposes.

(c) Enroll as a full-time student at a community college as per Section 56224 of this article. EOPS financial aid shall be withheld if the student drops below full-time status.

(d) Those students receiving financial assistance from EOPS must also submit an application for the Federal Basic Educational Opportunity Grant Program and the college application for financial assistance. In those cases where an EOPS student is not receiving a BEOG, the community college must certify that the student is ineligible, with a copy of the rejected Student Eligibility Report (SER) or from information on the institution's BEOG roster.

In instances where an applicant does not meet the criteria specified in this section, the student may not be considered for an EOPS grant or work study award.

56239. Priority in Serving Students. An extended opportunity program or service shall benefit students in the following priority order:

- (a) First time students with greatest need.
- (b) Continuing students with greatest need.

SUBCHAPTER 2. PROCEDURE

Article 1. Submission of Plans

56240. Submitted by District. An application for approval of extended opportunity programs and services, for funding, or for both, shall be submitted by each district for individual colleges within the district. Each college will be considered as an independent entity. Districts with multiple campuses may submit a district-wide application. Consortia, exchanges, or cooperative inter-district endeavors are permitted.

In the case of a district-wide application, the district will be considered the entity submitting the application.

56241. Outline. Each application shall conform to the following outline:

- (a) Purpose
 - (1) Goals. These are the long-term purposes of the EOPS program.
 - (2) Objectives. These are the short-term measurable goals of the EOPS program.
- (b) Activities to be undertaken to accomplish the objectives.
- (c) Description of methods of evaluation.
- (d) Budget
- (e) Number of students projected to be served.
- (f) Number of unduplicated students projected to be served.

56243. Deadlines. The Chancellor's Office may not establish a deadline for the submission of EOPS plans which occurs sooner than 90 days from the date on which the manual of instructions and the appropriate application forms are mailed. All applications for approval of plans and requests for funds for plans for a given fiscal year shall be received at the Office of the Chancellor not later than the deadline date established by the Board of Governors for each fiscal year. Applications and plans received after that date shall be returned to the applying district without evaluation or consideration.

The provisions of the prior paragraph do not apply to the approval or funding of special projects. Requests for approval of special projects, funding of special projects, or both, shall be submitted at a time designated by the Chancellor's Office.

56244. Applications. Each application shall contain a one year plan. It shall reflect a commitment to the Statement of Policy, Goals, and Guidelines of Board of Governors, California Community Colleges for extended opportunity programs and services. The plan shall be revised and brought up-to-date in each year in which approval or funding of the plan is requested.

56245. Scope and Appropriateness. Consideration shall be given to the scope and appropriateness of the activities planned. These activities may include, but not be limited to, tutorial services, multicultural studies, recruitment services, counseling, admission services, inservice training programs, programs which encourage active EOPS student participation, grants to meet direct and supplemental educational costs, and grants to meet the costs of a student for student fees, supplies, tools, equipment, instruments, uniforms, and transportation between home and college, and other activities to meet special needs.

56246. Maintenance of Effort. If the plan contains a request for funds, it shall give assurance that funds granted pursuant to this chapter shall supplement and, to the extent practicable, increase the amount of district funds used by the college for extended opportunity programs and services. Exceptions to this section may be given in those unusual circumstances which could not be anticipated by the district. Such exceptions require approval by the Chancellor.

56247. Advisory Committee. Each EOPS Program shall include an Advisory Committee, members of which shall serve without compensation, with the permissible exception of reimbursement for necessary expenses incurred in performing their duties and responsibilities. The advisory committee shall include representation from the college personnel, EOPS students, community and business sector.

Article 2. Evaluation of Plans

56250. Effect. Each plan shall be evaluated on the basis of the criteria listed in this article.

56251. Program Review and Recommendations. All plans and requests for funding submitted on or before the deadline shall be reviewed and evaluated by the Chancellor and his staff. They shall recommend plans or portions thereof for Board of Governors approval and funding. The recommendation for funding shall include a specific amount.

56252. Action by Board of Governors. The Board of Governors shall consider all of the plans and requests for funding and the Chancellor's recommendations thereon and shall approve such plans and grant funds for such programs and services as it finds are in the best interest of the state, communities and persons served.

56253. Approved Plan Required. No extended opportunity program or service, or any portion thereof, shall be funded unless the plan of which it is a part has been approved by the Board of Governors.

56254. Matching Funds. No funds shall be granted on the condition that the college commit an equal amount of college or district funds.

56255. Priority in Funding. Programs and services will be funded in view of the following priority list:

- (a) Improvement or strengthening of programs or services.
- (b) Extension or expanding of programs or services.
- (c) Maintaining programs or services.
- (d) New programs or services.

56256. Adjustment After Funding. After the Board of Governors has granted funds for a plan, the Chancellor may adjust the programs and services in the plan in view of the priorities established in Section 56255, if adjustment is necessary to correct an error or if there had been insufficient information at the time the programs and services in the plan were originally ranked by priority.

56257. Funding. Requests for funding shall be approved and funded in view of the following criteria:

- (a) Plans for districts of colleges in target areas as defined in Section 56231 of this chapter.
- (b) Plans for districts or colleges with highest percentage or number of students with gross family incomes of \$8,250 or less.
- (c) Plans for districts or colleges with the highest percentage of ethnic minority population in the community the college serves, the highest percentage of ethnic minority Community College students, and the highest number of ethnic minority Community College students.
- (d) Plans for districts or colleges that serve students from areas that have a high total unemployment rate or a high youth unemployment rate, or both.
- (e) Plans for districts or colleges that have the highest level of involvement of the total college and groups in the community in extended opportunity programs and services.
- (f) Plans for districts or colleges developing consortiums or cooperative ventures or projects which combine state and district funds with other sources of funds.

56258. Low Priority. Plans and projects limited to research shall receive a low priority. Research projects will be considered as a priority if submitted for EOPS special project funding.

56259. Effective Program Experience. Consideration for priority funding shall be given to plans from those districts or colleges which have demonstrated effective program experience.

Article 3. Evaluation of College

EOPS Programs and Services

56270. Effect. Programs and services offered under EOPS shall be evaluated on the basis of the criteria listed in this article.

56271. Approved Programs and Services. Programs and services offered under EOPS must comply with the approved plan for that year as with State statutes.

56272. Quantitative Data. The following records must be kept up-to-date by colleges offering programs and services under EOPS:

(a) Enrolled EOPS students for the current year under the following headings:

- (1) EOPS support services only
- (2) EOPS direct aid only
- (3) EOPS support services and direct aid
- (4) EOPS services received by students authorized under Section 56240.

(b) All EOPS-eligible applicants.

SUBCHAPTER 3. FINANCIAL & BUDGET REQUIREMENTS

Article 1. General Provisions

56276. Scope. The provisions of this subchapter apply to the budget required as part of an application for plan approval and for expenditures made on the basis of plans approved pursuant to this chapter.

56277. Necessity of Subchapter. The regulations in this subchapter are necessary to assure proper disbursement of, and accounting for, Federal, State, district, and foundation funds designated for extended opportunity programs, grants, and services.

56278. Separate Accounts. All funds designated for extended opportunity programs, grants, and services shall be placed in a separate account established for that purpose by each district.

56279. Accrual Basis. District accounting shall be on an accrual basis. Expenditures shall be charged to the fiscal year in which the services are rendered or the goods received. Under the written authority of the Chancellor, expenditures for special summer work-study projects, special summer inservice training projects, or other special student services projects made for the purposes of the extended opportunity programs and services may be considered expended in the fiscal year for which the State's obligation to the district is created. In this case, the State's expenditure will be recorded for that year.

56280. Subsidiary Accounts. The district shall maintain fiscal control for each approved project by setting up subsidiary accounts. Each approved project shall have its own appropriate income and expenditure accounts.

56281. Accounting Procedures. The rules and regulations for district accounting applicable by virtue of Section 84030 of the Education Code shall apply to budgets and accounts prepared pursuant to this chapter.

Article 2. Budget Structure

56282. State Sources. The funds granted under the provisions of Chapter 2, Article 8 (commencing with Section 69640) part 42, Division 5, of the Education Code, shall be recorded as income from State sources. In this account shall be recorded that amount allowed for each approved project. At the close of the the fiscal year and whenever a final fiscal report is made on any completed project during the fiscal year, this account shall be reduced by the amount received from the State for a project grant in excess of proper expenditures. The amount of the reduction shall be recorded as Account Payable, State.

56283. Other Sources. The funds from Federal sources and grants and gifts shall be recorded separately according to the source.

56284. Expenditures. Expenditures shall be recorded as direct and indirect expenses.

56285. Direct Expenses. Direct expenses shall be recorded under the following required subordinate classes for each approved project:

- (a) Certificated Salaries.
- (b) Classified Salaries.
- (c) Grant Payments.
- (d) Transportation.
- (e) Other Direct Expenses.

56286. Travel. Travel with EOPS funds is limited to EOPS students and personnel, as described in Sections 56223, 56224 and 56292, and only for EOPS related activities.

56287. Indirect Expenses. Indirect expenses shall be recorded under appropriate subordinate classes for each approved project.

56288. Purpose of Indirect Expense Account. The account for indirect expenses is established in order that all elements of cost necessary for the programs, grants, and services may be recorded. These are the costs which are of such nature that they cannot be readily or accurately identified as specifically related service costs but which must be estimated or prorated in some reasonable manner for the purpose of entering the charge against a particular project.

56289. Capital Outlay Expenditures. Capital outlay expenditures shall be recorded under the following required subordinate classes:

- (a) Buildings, leasing.
- (b) Equipment, rented.
- (c) Books.
- (d) Other Equipment, rental.

Article 3. Award of funds

56290. Expenses Not Funded. Funds shall not be provided for the following expenses:

- (a) Administrative salaries (assistant dean beginning salary level for the district and above).
- (b) Administrative support costs.
- (c) Costs of furniture.
- (d) Indirect costs (e.g., heat, light, power, janitorial service).
- (e) Costs of construction, remodeling, and renovation.

56291. Discretionary Funding. Up to 10% (not to exceed \$25,000), of the campus allocation, excluding any supplemental awards and/or special project allocation may be used for the following. Any amount over and above will be allowed with the Chancellor's Office approval.

- (a) Purchase of new equipment
- (b) Equipment exchange and/or replacement
- (c) Rental and/or lease purchase agreement for equipment
- (d) Equipment maintenance
- (e) Instructional supplies
- (f) Media supplies
- (g) Office supplies
- (h) Other supplies
- (i) Textbooks
- (j) Other books
- (k) Rental and/or lease of space
- (l) Staff travel and/or conference expenses
- (m) Student travel and/or conference expenses
- (n) Contract services (consultants)
- (o) Cultural awareness and/or cultural enrichment activities
- (p) Recruitment mileage
- (q) Other items as submitted to and approved by the Chancellor's Office

56291.1. Direct Aid To Students

- a. EOPS Grants to meet direct or supplemental educational costs up to \$850 annually.
- b. An EOPS eligible student may receive up to \$1,700 maximum annually from EOPS Funds. If a student receives an EOPS grant he/she may receive work study to meet supplemental educational costs up to the difference between the grant and \$1,700.

56291.2. Curriculum Development. Funds may be provided to cover the cost of curriculum development as approved in the district's EOPS plan.

56292. Funding for EOPS Personnel. Funds may be provided for EOPS Personnel as described in this section.

- (a) Positions in all personnel categories which are described and approved in the EOPS plan may be funded with state EOPS monies in 1979-80, regardless of their sources of funding in 1978-79.
- (b) New positions proposed for approval in 1979-80 EOPS plans may be funded to full salary with state EOPS monies if such positions are proposed for EOPS programs in colleges which are receiving state EOPS program funding for the first time in fiscal year 1979-80.
- (c) All new positions in programs previously funded by state EOPS funds must be approved by the Chancellor, and may be funded with state EOPS monies up to 100% of the total salary.
- (d) Positions described in subsection (c) shall be authorized only if it falls within one of the following personnel categories and shall be subject to the funding provisions specified therein.

(1) EOPS Director. For the purposes of the section, "director" means the person in the community college whose primary responsibility is to directly administer and oversee the daily operations of Extended Opportunity Programs and Services.

(2) EOPS Program Assistant - For the purposes of this section, "EOPS Program Assistant" means a position in a community college which:

- (a) Is specifically described in the 1979-80 plan as essential to the attainment of the EOPS program objectives,
- (b) Is within the EOPS program and authorized by the EOPS director, and
- (c) Is approved by the Chancellor's Office in the annual budget approval process.

(3) Student Personnel Worker. For the purpose of this section only, "Student Personnel Worker" means certificated EOPS student service personnel, certificated EOPS counselors, EOPS placement support staff, and EOPS counselors, EOPS student financial aid support staff, or classified personnel working in one of these capacities whose primary responsibilities are within the EOPS program as identified in the EOPS approved plan.

(4) Clerical Staff - Funds may be provided for the salary of clerical positions in the EOPS program.

(5) Student Hourly Employees - Funds may be provided in this category at the prevailing district rate. Federal minimum wage regulations must be applied in the employment of EOPS students with EOPS dollars.

(6) Classified Hourly. Funds may be provided in this category at the prevailing district rate.

(7) Certificated Hourly. Funds may be provided in this category at the prevailing district rate.

- (e) Funds for new salary expenditures made possible by this provision should be derived, to the greatest extent possible, from decreased nonsalary expenditures in administration costs and support services. A college may not utilize direct aid funds for this purpose to an extent that would reduce direct aid monies below FY 1978-79 budget levels.
- (f) No FY 1979-80 revised budgets based on the provision of this section shall be approved without certification that the EOPS director has been consulted in the revision.

56293. Board of Governors Reserve Fund. The Board of Governors may authorize the Chancellor of the California Community Colleges to reserve from the state appropriation up to one-half of one percent annually for the purposes of funding EOPS student information system projects, publications and program development activities which the Board deem high priority.

BOARD OF GOVERNORS OF THE
CALIFORNIA COMMUNITY COLLEGES

APPOINTMENT OF INTERIM CHANCELLOR

The Board of Governors appointed Dr. Glenn G. Gooder as chancellor for the period between September 1, 1979, and January 1, 1980, or until a new chancellor is appointed, whichever is first.

Certified Adopted: July 27, 1979

UNIVERSITY OF CALIF.
LOS ANGELES

AUG 24 1979

CLEARINGHOUSE FOR
JUNIOR COLLEGES